



Bookkeeper Barrington, NH

Bookkeeper

Overview of Duties

Skilled bookkeeping, clerical work, administrative duties and data entry to support the financial functions of the Finance Director and Town Administrator. Position includes accounts payable, payroll, filing, billing, tracking forms, and answering questions in a positive and professional manner. Performs varied, responsible administrative and bookkeeping duties, which require the frequent exercise of independent judgment and initiative. Must have a working knowledge of bookkeeping principles, revenue and billing, data processing techniques, and departmental operations with some guidance from supervisor.

Supervision

Works under the direct supervision of the Finance Director and indirect supervision of the Town Administrator. Generally establishes own work plan and priorities to complete routine work assignments. New or unusual assignments may require additional instruction and supervisory review.

Job Environment

Most work is performed under typical office conditions. May be required to go to the Post Office or remote records storage site or do other errands that involve driving on town business. Operates general office equipment, such as a personal computer, calculator, copier, facsimile machine and telephone. Makes regular contact with the town employees and Treasurer. Contact is by telephone, in person, email, and correspondence and personal meetings. Has access to some confidential information, which must be kept confidential. May be requested by supervisor to produce public records as required in the Right to Know law.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Accounts Payable on going data entry for check run each Thursday
- Payroll Data entry usually Monday but definitely before electronic banking Tuesday @ 2:00
- Accounts Receivable and billing including trash bags-outside details
- Keep up W9 and other Federal forms
- Set up new vendors as they occur



Bookkeeper Barrington, NH

- Tracking and paying recurring monthly bills
- Track purchase orders including use, year-end encumbrance, etc.
- Filing of invoices
- Putting accounts payable and payroll into envelopes/ mailing
- Answering telephone, taking messages for Finance Director and Town Administrator
- Contact with vendors
- Tracking insurance certificates including tracking to keep current
- Maintains detailed and accurate financial records pertaining to the operations of the department; may reconcile various department balances to business office according to standard office procedures;
- Prepares and submits written reports to supervisor as required.
- Performs other similar or related work as required or as the situation dictates.

Recommended Minimum Qualifications

Education and Experience

Associate Degree in business or bookkeeping field preferred plus three to five years office experience or an equivalent combination of education and experience which provides the required knowledge, skills or ability required. Valid driver's license preferred.

Knowledge, Ability and Skill

Knowledge: Working knowledge of municipal bookkeeping and budgetary functions; of office practice and procedures; of office terminology, procedures and equipment; and of MS Excel and Word. Prefer working knowledge of applicable bookkeeping/financial software applications.

Ability: Ability to interact in a positive and effective manner with employees and town officials; to communicate effectively, orally and in writing; to use a personal computer and related office software including learning proprietary types of software (currently MuniSmart); to operate all standard office equipment; to maintain detailed and accurate records; and to execute oral and written instructions in a precise manner.

Skill: Excellent planning and organizational skills; judgment and integrity; accuracy in data entry and filing; and proficiency in mathematical and bookkeeping skills.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Bookkeeper Barrington, NH

Physical and Mental Requirements (Town will make reasonable accommodations per ADA)

Primary Physical Requirements	Other Physical Considerations
Lift up to 10 lbs.: Frequently required.	Twisting: Not required.
Lift up to 25 lbs.: Occasionally required.	Bending: Occasionally required.
Lift 26 to 50 lbs.: Rarely required.	Crawling: Not required.
Lift over 50 lbs.: Not required.	Squatting: Occasionally required.
Carry up to 10 lbs.: Frequently required.	Kneeling: Occasionally required
Carry 11 to 25 lbs.: Occasionally required.	Crouching: Occasionally required.
Carry 26 to 50 lbs.: Not required.	Climbing: Not required.
Carry over 50 lbs.: Not required	Balancing: Not required.
Reach above shoulder height: Occasionally required.	Work Surface(s)
Reach at shoulder height: Occasionally required.	Standard office desk and chair. Carpeted and tile floors.
Reach below shoulder height: Occasionally required.	
Push/Pull: Occasionally required	
Hand Manipulation	
Grasping: Frequently required.	During an 8 Hour Day Employee is Required to:
Handling: Frequently required.	
Torqueing: Occasionally required	
Fingering: Frequently required.	
Controls and Equipment: Computer, telephone	
Copy and fax machines, calculator, shredder.	